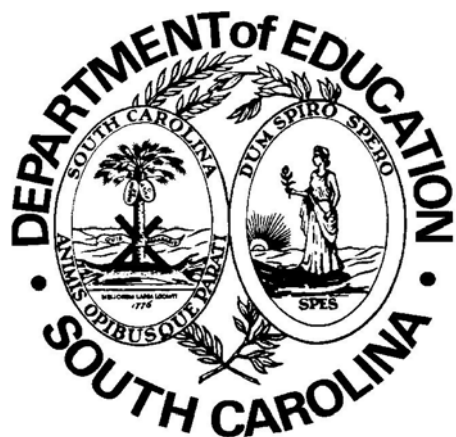


# South Carolina Department of Education

Public Charter Schools Program  
Safe and Drug-Free Schools and Communities

Dissemination Subgrants

Request for Proposals (RFP)  
and  
Application Guidelines



**Deadline for Receipt of Applications:  
5:00 p.m. January 19, 2007**

Inez Moore Tenenbaum  
State Superintendent of Education

J.C. Ballew, Jr. and Rebecca I. Cupstid  
Office of Safe Schools and Youth Services  
South Carolina Department of Education  
1429 Senate Street, Room 605  
Columbia, South Carolina 29201  
803-734-5481/803-734-8266

[jballew@ed.sc.gov](mailto:jballew@ed.sc.gov)

[rcupstid@ed.sc.gov](mailto:rcupstid@ed.sc.gov)

## TABLE OF CONTENTS

PART I: PROJECT OVERVIEW.....	1
A. INTRODUCTION/BACKGROUND .....	1
B. ELIGIBLE APPLICANTS .....	1
C. ESTIMATED AVAILABLE FUNDS.....	1
D. ESTIMATED NUMBER, RANGE, AND AVERAGE SIZE OF AWARDS.....	1
E. SUBGRANT FUNDING PERIOD.....	2
F. STATUTORY REQUIREMENTS .....	2
G. AUTHORIZED ACTIVITIES.....	2
H. UNAUTHORIZED ACTIVITIES .....	3
I. SUPPLEMENT, NOT SUPPLANT .....	3
J. TECHNICAL ASSISTANCE SESSIONS FOR APPLICANTS .....	3
K. REQUIRED REPORTING.....	3
L. REVIEW AND SELECTION PROCESS .....	3
M. APPEALS PROCESS .....	4
N. TIMELINE OF SUBGRANTING PROCESS .....	4
O. COMPETITIVE PRIORITIES .....	4
P. SELECTION CRITERIA.....	5
Q. DEADLINE AND SUBMISSION PROCEDURES.....	5
 PART II: APPLICATION OVERVIEW, CONTENT, AND INSTRUCTIONS.....	6
A. APPLICATION OVERVIEW .....	6
B. APPLICATION NARRATIVE FORMAT .....	6
C. PROGRAM SUMMARY/ABSTRACT .....	7
D. APPLICATION NARRATIVE CONTENT .....	7
E. APPLICATION BUDGET.....	8
F. REVIEWER’S SCORING RUBRIC .....	8
 PART III: FORMS.....	10
2007 DISSEMINATION SUBGRANT APPLICATION COVER SHEET.....	10
BUDGET FORM.....	11
BUDGET NARRATIVE FORM .....	12
ASSURANCES .....	13
TERMS AND CONDITIONS .....	14
GEPA: NOTICE TO ALL APPLICANTS.....	16

## PART I: PROJECT OVERVIEW

### A. Introduction/Background

The South Carolina Charter Schools Act of 1996 (S. C. Code Ann. § 59-40-10 *et seq.* (Supp. 2005)) provides the mechanism for the design and operation of charter schools for the purposes of improving student learning, encouraging the use of a variety of productive teaching methods, establishing new forms of accountability, and creating new professional opportunities for teachers. As public schools, charter schools are nonreligious, nonhome-based, nonprofit, and nondiscriminatory.

In 2006, the South Carolina Department of Education (SDE) received a three-year federal grant from the United States Department of Education (USED) to support the development and implementation of charter schools. The SDE will use these funds to administer subgrants. The purpose of this subgrant program is to evaluate the effects of charter schools and to disseminate information about charter schools and successful practices.

The Charter Schools Act stipulates the manner in which a public charter school shall be funded, regulated, and governed. In order to be considered for funding, subgrant applications must demonstrate compliance with the Charter Schools Act, as set out in this RFP. The Act may be accessed at [http://www.ed.sc.gov/agency/offices/ssys/alternative\\_education/charter\\_schools/](http://www.ed.sc.gov/agency/offices/ssys/alternative_education/charter_schools/).

### B. Eligible Applicants

Charter schools are eligible if they have been in operation for at least three consecutive years and have demonstrated overall success, including

- Substantial progress in improving student achievement
- High levels of parent satisfaction
- A proven management and leadership structure that has overcome initial start-up problems and established a thriving, financially viable charter school.
- 

To be considered eligible, the applicant must be operating under a charter agreement that is effective throughout the subgrant period (January 1, 2007–May 31, 2008). A copy of the charter must be submitted with the grant application.

### C. Estimated Available Funds

Based on current federal funding from the USED, approximately \$400,000 will be available.

### D. Estimated Number, Range, and Average Size of Awards

Four awards will be made, and each award will average \$100,000. Applicants may request less than the average, depending on project objectives.

## **E. Subgrant Funding Period**

The maximum funding period is up to two years, February 1, 2007, to December 31, 2008. Applicants can propose a shorter project period and submit an abbreviated budget.

## **F. Statutory Requirements**

Each subgrant application narrative must contain an appropriate GEPA statement. Directions for the GEPA statement are located on page 16 of this RFP.

If a subgrant applicant believes that it is necessary for federal statutory or regulatory provisions or state or local rules generally applicable to public schools should be waived for the successful operation of the charter school, a request and justification for waivers must be submitted as part of the application.

Each subgrant application must contain a description of how the subgrant funds will be used, including a description of how such funds will be used in conjunction with other federal programs administered by the U.S. Department of Education.

Each subgrant application must contain an assurance that the eligible applicant will annually provide the U.S. Department of Education and the SDE such information as may be required to determine if the charter school is making satisfactory progress toward achieving its stated objectives.

Each subgrant application must contain an assurance that the eligible applicant will cooperate with the U.S. Department of Education and the SDE in evaluating the proposed program.

Each subgrant application must contain a description of how the local educational agency in which the proposed charter school will be located is complying with sections 613(a)(5) and 613(e)(1)(B) of the Individuals with Disabilities Education Act in the operation of the said charter school.

Each subgrant application must contain a description of the dissemination activities and how those activities involve charter schools and other public schools, local educational agencies, developers, and potential developers.

## **G. Authorized Activities**

A charter school may use the funds to assist other public schools in adapting the charter school's program (or certain aspects of the program) or to disseminate information about the charter school.

Dissemination funds may be used to

- Assist with the planning and start-up of one or more new public schools, including charter schools, that are independent of the assisting charter school and its developers and that agree to be held to a high level of accountability
- Develop partnerships with other public schools designed to improve student performance in each participating school
- Develop curriculum, assessments, and other materials that promote increased student achievement and are based on successful practices within the assisting charter school
- Conduct evaluations and develop materials that document successful practices of the assisting charter school and are designed to improve student achievement
- Extend contract time for staff involved in the project
- Print, copy, or produce artwork, materials, and supplies
- Pay consultants to perform work directly related to the dissemination project
- Travel to and from participating schools or other points of project dissemination.

#### **H. Unauthorized Activities**

Dissemination funds may *not* be used for

- Recurring operational expenses of the applicant school or any participating school
- Travel that is not directly related to the project
- Activities, supplies, equipment, or consultants that are not directly related to school-based dissemination of best practices.
- 

#### **I. Supplement, Not Supplant**

Funds made available for charter school activities under this subgrant shall supplement and not supplant other state or local public funds. If current expenditures are being paid from state or local public funds, you may not start paying for those expenditures from these subgrant funds. An applicant also cannot remove funding targeting a state- or federally supported program because a grant has been received.

#### **J. Technical Assistance Sessions for Applicants**

Technical assistance will be available individually by phone conference with the Program Director, J. C. Ballew, Jr., beginning November 27, 2006. Interested applicants may contact Rebecca Cupstid at 803-734-8266 to schedule a conference call.

#### **K. Required Reporting**

Subgrantees are required to submit a final report to the SDE Program Officer pertaining to the major grant activities and expenditures no later than January 31, 2009.

#### **L. Review and Selection Process**

A panel of reviewers with expertise in charter law and school administration will review

and score eligible dissemination applications. A panel of two readers will read each application using the Scoring Rubric included in this RFP. The panel will then discuss the merits of each application and may adjust their individual scores based on the discussion. The final score will be the average of the two scores.

The maximum number of points available for each application is 125. Applications will be rank ordered by final scores received and awards will be made, starting with the highest score, until all allocated funds are expended. A dissemination application must score at least 100 points to be considered for funding.

#### **M. Appeals Process**

Scores may not be appealed. An unfunded applicant may inquire as to whether or not the application process was followed.

An applicant who has submitted a proposal that is not funded has five calendar days after receiving notification that the proposal is not funded to request a review of the process. The request for review must be directed to the State Superintendent of Education and must state the reasons for the request. The State Superintendent will ask the appropriate deputy superintendent to investigate. After reviewing the process, the deputy superintendent will notify the applicant in writing as to whether the application process was followed. There will be no further appeal of the deputy superintendent's decision.

#### **N. Timeline of Subgranting Process**

<b>Date</b>	<b>Activity/Action</b>
November 27, 2006	Technical assistance phone conferences begin
January 19, 2007	Deadline for receipt of applications
February 1, 2007	Notification of awards
Upon receipt of grant award	Funded program begins
January 31, 2009	Final report on grant activities due

#### **O. Competitive Priorities**

A maximum of an additional five points are available for applications that demonstrate eligibility under one or both of the competitive priorities. Statements of eligibility for one or both of these priorities must be included in Section I of the Proposal Narrative.

##### Competitive Priority #1: Rural Enterprise Communities and Urban Empowerment Zones

Eligible Applicant is located within South Carolina's federally designated Rural Enterprise Communities and Urban Empowerment Zones. Information about these zones can be accessed at <http://www.hud.gov/offices/cpd/economicdevelopment/programs/rc/tour/index.cfm> . This page provides access to detailed information about the 100 Renewal Communities, Empowerment Zones and Enterprise Communities (RC/EZ/ECs) in the United States. RCs and urban EZ/ECs are under the purview of the U.S. Department of Housing and Urban

Development (HUD). Rural EZ/ECs are overseen by the U.S. Department of Agriculture-Office of Community Development (USDA-OCD). The only Enterprise Communities whose designations remain active are the rural Round II Enterprise Communities that USDA designated in 1999. These designations are active through December 2009. Current zones are located within

- Allendale County
- Charleston County
- Richland County
- Sumter County.

#### Competitive Priority #2: Report Card Ratings

Eligible applicant is located within a school district with at least 25% of its schools scoring unsatisfactory on their 2006 annual report card. The report cards are available on the SDE's Web site: <http://ed.sc.gov/topics/researchandstats/schoolreportcard/>

#### **P. Selection Criteria**

<b>Narrative Sections</b>	<b>Points Available</b>
Section I: Mission and Eligibility	45
Section II: Proposed Work	35
Section III: Project Impact	20
Section IV: Management Plan	20
Competitive Priorities	5
<b>TOTAL</b>	<b>125</b>

#### **Q. Deadline and Submission Procedures**

- An original and two copies of the application must be received by 5:00 p.m. January 19, 2007.
- Only complete applications that adhere to these guidelines will be considered.
- The original application must contain original signatures in blue ink. The copies must contain copies of the signatures. Copies without signatures will be considered incomplete.
- Applications that are faxed or e-mailed will not be accepted.
- Applications will not be returned. Please keep a copy for your records.
- Do not enclose the application in a notebook, binder, or folder.
- Staple or clip each application together in the upper left corner.
- Applications should be addressed to

J.C. Ballew, Jr.  
Office of Safe Schools and Youth Services  
South Carolina Department of Education  
1429 Senate Street, Room 605  
Columbia, South Carolina 29201

## Part II: APPLICATION OVERVIEW, CONTENT, AND INSTRUCTIONS

Carefully adhere to font, format, page limit, and organizational requirements. Only narratives that adhere to these requirements will be considered for funding.

### A. Application overview

- ☐ Cover Page
- ☐ Program Summary/Abstract
- ☐ Table of Contents (including page number for each item)
- ☐ Proposal Narrative
  - Section I: Mission and Eligibility
  - Section II: Proposed Work
  - Section III: Project Impact
  - Section IV: Management Plan
- ☐ Budget
  - Budget Form
  - Budget Narrative Form
- ☐ Required Attachments
  - Assurances
  - Terms and Conditions
  - GEPA Statement (see page 16 for guidance)
  - Copy of charter agreement
  - A Letter of Collaboration for each school identified to participate in the dissemination activities

### B. Application Narrative Format

Length of Narrative	(Maximum 40 pages, not including attachments)
Required Font/Font Size	Times New Roman or Arial/Size 12
Margins	1" on all sides
Page Numbers	Bottom right corner of each page
Spacing	Double-spaced narrative. Information contained in tables and charts may be single-spaced.



### **C. Program Summary/Abstract**

Provide a one-page, double-spaced abstract summarizing your program's background, goals, purpose, target population, and any special features concerning how the program will be implemented.

### **D. Application Narrative Content**

#### Section I: Mission and Eligibility 45 Points

- Briefly describe the existing charter school, including the program offered and the students served
- Explain the status of the charter, including when the current charter expires. Submit a copy of the charter agreement with the grant application
- Describe the start-up challenges, and explain how you overcame them
- Provide evidence of success in improving student academic achievement
- Provide evidence of parent satisfaction and the methods you used to obtain these results
- Provide evidence that the charter school is a thriving, financially viable charter school.

#### Section II: Proposed Work 35 Points

Describe the proposed dissemination project, including

- A summary of project plan
- A justification of the need for the project
- The evidence of success with the specific product(s) to be disseminated.

#### Section III: Project Impact 20 Points

Describe the projected impact of the project, including

- What school(s) will be targeted to receive dissemination activities and the characteristics of the school(s); a Letter of Collaboration for each school identified as a recipient of the dissemination activities must be attached to the application
- An explanation as to how the project will improve student achievement.

#### Section IV: Management Plan 20 Points

Describe how the objectives of the project will be accomplished. Include

- A timeline for specific tasks and activities
- A description of any experts who will be contracted to develop and implement the project

- An explanation as to the reasonableness of the budget in relation to the proposed activities and timeline.
- An assurance that the eligible applicant will cooperate with the U.S. Department of Education and the SDE in evaluating the proposed program.

## **E. Application Budget**

### Budget Form

The Budget Form (page 11) should be used to provide an accurate budget for each year of the project. Please make sure the totals on the budget form equal the totals in the budget narrative.

### Budget Narrative

The Budget Narrative should be structured to parallel the Budget Form. This narrative must provide clear evidence that the expenditures are reasonable to support the activities and timeline of the project. Expenditures should be reasonable and adequate to complete the project. The narrative must contain formulas used by the applicant to calculate the cost for each line item.


## **F. Reviewer's Scoring Rubric**

Reviewer's Scoring Rubric	
Proposal Narrative	Max. Points
<b>Section I: Mission and Eligibility</b>	45
<ul style="list-style-type: none"> <li>• The extent to which the application describes the existing charter school, including the program offered and the students served</li> <li>• The extent to which the application explains the status of the charter, including when the current charter expires</li> <li>• A copy of the charter agreement has been included with the grant application</li> <li>• The extent to which the proposal contains a description of the start-up challenges, and an explanation of how the applicant overcame them</li> <li>• The extent to which the application shows evidence of success in improving student academic achievement</li> <li>• The extent to which the application provides evidence of parent satisfaction and the methods the applicant used to obtain these results</li> <li>• The extent to which the application provides evidence that the charter school is a thriving, financially viable charter school.</li> </ul>	
<b>Section II: Proposed Work</b>	35
<p>The extent to which the proposal contains a description of the proposed dissemination project, including</p> <ul style="list-style-type: none"> <li>• A summary of the project plan</li> <li>• A justification of the need for the project</li> </ul>	

<ul style="list-style-type: none"> <li>The evidence of success with the specific product(s) to be disseminated.</li> </ul>	
<b>Section III: Project Impact</b>	20
<ul style="list-style-type: none"> <li>The extent to which a Letter of Collaboration from each school targeted to receive dissemination activities is attached to the application</li> <li>The extent to which the proposal contains a description of what school(s) will be targeted to receive dissemination activities and the characteristics of the school(s)</li> <li>The extent to which the proposal describes how the project will improve student achievement.</li> </ul>	
<b>Section IV: Management Plan</b>	20
<ul style="list-style-type: none"> <li>The extent to which the proposal contains a description of how the objectives of the project will be accomplished</li> <li>The extent to which the proposal contains a timeline for specific tasks and activities</li> <li>The extent to which the proposal contains a description of the work of any experts who will be contracted to develop and implement the project</li> <li>The extent to which the budget is reasonable in relation to the proposed activities and timeline.</li> <li>The extent to which the application contains an assurance that the eligible applicant will cooperate with the U.S. Department of Education and the SDE in evaluating the proposed program.</li> </ul>	
<b>Competitive Priorities (Bonus Points)</b>	5
An additional 5 points will be added to the scores of applications from Empowerment Zones/Enterprise Communities or from districts with 25 percent or more of its schools scoring unsatisfactory on their annual report card.	
<b>TOTAL NUMBER OF POINTS</b>	125

Reviewer's comments:

Part III: Forms

	<p>South Carolina Department of Education Application Cover Sheet for South Carolina Public Charter School Dissemination Subgrant Program</p> <p>Attention: J.C. Ballew, Jr. Office of Safe Schools and Youth Services 1429 Senate Street, Suite 605 Columbia, South Carolina 29201</p>	<p>FOR SDE USE ONLY</p> <p>Project #: _____ Date Received: _____ Received By: _____ Entered by: _____ Approved by: _____ Funding: _____</p>
---	---	---

**2007 Dissemination Subgrant Application Cover Sheet**

Chartering Agency (local school district board)
Applicant Group
Mailing Address
City, State, Zip Code

**Contact Information**

Contact Person (project director)			
Title/Position			
E-mail Address			
Office Telephone		Fax:	
Mailing Address			
City, State, Zip Code			
Federal ID Number		CFDA NUMBER: 84.282	

**Funding Information**

Amount Requested: \$_____ Funding Period: February 1, 2007–December 31, 2008.
<div style="display: flex; justify-content: space-between;"> <div data-bbox="180 1780 763 1856"> <p>_____ Authorized Signature of Designee for Public Charter School</p> </div> <div data-bbox="972 1780 1414 1818"> <p>_____ Date</p> </div> </div>

### Budget Form

Complete a grant budget using the format below. Provide (a) a budget indicating how the grant funds will be used, (b) a narrative explaining the expenditures in each budget area, and (c) a description of accounting and audit procedures.

Budget Area	Amount
Personnel Salaries (100)	\$_____
Employee Benefits (200)	\$_____
Travel (300)	\$_____
Purchased Services (300)	\$_____
Supplies and Materials (400)	\$_____
Capital Outlay (500)	\$_____
Total	\$_____
	(MAXIMUM \$100,000)

### Budget Narrative Form

All budgeted items must support specific grant objectives. Dissemination funds may be used to

- Extend contract time for staff involved in the project
- Print, copy, and produce artwork, materials, and supplies
- Pay consultants to perform work directly related to the dissemination project
- Travel to and from participating schools or other points of project dissemination

The description of expenses must contain enough detail and formulas (per line item) so that the reviewers can easily see how the requested amount was derived. The maximum per application is \$100,000. Hourly/daily rates must be reasonable and clearly justified. All equipment purchased with these federal funds should be labeled and an inventory maintained.

Category	Description of Expense (Narrative)	Amount Requested
Support Salaries (100)		
Support Benefits (200)		
Support Travel/Purchased Services (300)		
Support Supplies and Materials (400)		
Instructional Supplies and Materials (400)		
Support Capital Equipment (500)	Must have program office permission if item is equal to or more than \$5,000.	
Instructional Capital Equipment (500)	Must have program office permission if item is equal to or more than \$5,000.	

## Assurances

As the duly authorized representative of \_\_\_\_\_,

I certify that this applicant

(Please print or type name of applicant.)

- A. Has the legal authority to apply for state assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonstate share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- B. Will give the State Department of Education (SDE) access to and the right to examine all records, books, papers, or documents related to this award and will establish a proper accounting system in accordance with generally accepted accounting principles or agency directives.

The applicant's accounting system must include sufficient internal controls, a clear audit trail, and written cost-allocation procedures as necessary. Financial management systems must be capable of distinguishing expenditures that are attributable to this grant from those that are not attributable to this grant. This system must be able to identify costs by programmatic year and by budget line item and to differentiate among direct, indirect, and administrative costs. In addition, the grantee must maintain adequate supporting documents for the expenditures (federal and nonfederal) and in-kind contributions, if any, that it makes under this grant. Costs must be shown in books or records (e.g., disbursements ledger, journal, payroll register) and must be supported by a source document such as a receipt, travel voucher, invoice, bill, or in-kind voucher.

- C. Will approve all expenditures, document receipt of goods and services, and record payments on the applicant's accounting records prior to submission of reimbursement claims to the SDE for costs related to this grant.
- D. Will initiate and complete work within the applicable time frame after receipt of approval by the SDE.
- E. Will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, or disability. The grantee will take affirmative action to ensure that applicants for employment and the employees are treated during the period of their employment without regard to their race, color, religion, age, sex, national origin, or disability.
- F. Will comply with the Ethics, Government Accountability, and Campaign Reform Act (S.C. Code Ann. § 2-17-10 et seq. and § 8-13-100 et seq. (Supp. 2005)).
- G. Will comply with the Drug Free Workplace Act (S.C. Code Ann. § 44-107-10 *et seq.* (Supp. 2005)) if the amount of this award is \$50,000 or more.

---

Signature of authorized official

Date

Signature of authorized financial official

Date

## Terms and Conditions

(Page 1 of 2)

- A. **Completeness of Proposal.** All proposals should be complete and carefully worded and must contain all of the information requested by the State Department of Education (SDE). If you do not believe a section applies to your proposal, please indicate that fact.
- B. **Termination.** The SDE reserves the right to reject any and all applications and to refuse to grant monies under this solicitation. After it has been awarded, the SDE may terminate a grant by giving the grantee written notice of termination. In the event of a termination after award, the SDE shall reimburse the grantee for expenses incurred up to the notification of termination. In addition, this grant may be terminated by the SDE if the grantee fails to perform as promised in its proposal.
- C. **Travel Costs.** Travel costs, if allowed under this solicitation, must comply with the state of South Carolina travel regulations.
- D. **Honoraria.** Amounts paid in honoraria, if allowed under this grant, must be consistent with SDE policies. You should check with the program office before budgeting for honoraria.
- E. **Obligation of Grant Funds.** Grant funds may not be obligated prior to the effective date or subsequent to the termination date of the grant period. No obligations are allowed after the end of the grant period, and the final request for payment must be submitted no later than thirty (30) days after the end of the grant period.
- F. **Use of Grant Funds.** Funds awarded are to be expended only for purposes and activities covered by the project plan and budget.
- G. **Copyright.** The grantee is free to copyright any books, publications, or other copyrightable materials developed in the course of this grant. However, the SDE reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, the copyrighted work developed under this grant.
- H. **Documentation.** The grantee must provide for accurate and timely recording of receipts and expenditures. The grantee's accounting system should distinguish receipts and expenditures attributable to each grant.
- I. **Reports.** The grantee shall submit a final financial report within thirty (30) days of the final disbursement. This report should be a final accounting of the grant. It may be submitted in either narrative or spreadsheet form.



## Terms and Conditions

(Page 2 of 2)

### J. Audits.

- Entities expending \$500,000 or more in federal awards:

Entities that expend \$500,000 or more in federal awards during the fiscal year are required to have an audit performed in accordance with the provisions of Office of Management and Budget (OMB) Circular No. A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. The submission deadline for A-133 audits is nine months after the entity's fiscal year-end. A grantee that passes through funds to sub recipients has the responsibility of ensuring that federal awards are used for authorized purposes in compliance with federal program laws, federal and state regulations, and grant agreements. The director of the OMB, who will review this amount every two years, has the option of revising the threshold upward.

- Entities expending less than \$500,000 in federal awards:

Entities that expend less than \$500,000 in a fiscal year in federal awards are exempt from the audit requirements in the Single Audit Act and Circular A-133. However, such entities are not exempt from other federal requirements (including those to maintain records) concerning federal awards provided to the entity. The entity's records must be available for review or audit by the SDE and appropriate officials of federal agencies, pass-through entities, and the General Accounting Office (GAO).

K. **Records.** The grantee shall retain grant records, including financial records and supporting documentation, for a minimum of three (3) years after the termination date of the grant.

L. **Reduction in Budgets and Negotiations.** The SDE reserves the right to negotiate budgets with potential grantees. The SDE may, in its sole discretion, determine that a proposed budget is excessive and may negotiate a lower budget with the potential grantee. The grantee may at that time negotiate or withdraw its proposal. In addition, the SDE may desire to fund a project but not at the level proposed. In that case the SDE shall notify the potential grantee of the amount that can be funded, and the grantee and the SDE shall negotiate a modification in the proposal to accommodate the lower budget. All final decisions are that of the SDE.

M. **Amendments to Grants.** Amendments are permitted upon the mutual agreement of the parties and will become effective when specified in writing and signed by both parties.

---

Signature of authorized official

---

Date

---

Signature of authorized financial official

---

Date

## **GEPA: Notice to All Applicants**

The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.) 103-382).

### **To Whom Does This Provision Apply?**

Section 427 of GEPA affects applicants for new grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

(If this program is a State-formula grant program, a State needs to provide this description only for projects or activities that it carries out with funds reserved for State-level uses. In addition, local school districts or other eligible applicants that apply to the State for funding need to provide this description in their applications to the State for funding. The State would be responsible for ensuring that the school district or other local entity has submitted a sufficient section 427 statement as described below.)

### **What Does This Provision Require?**

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs. This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

### **What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?**

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.